



Birmingham Photographic Society

Committee Roles 2019

1.0 Protocol for Elections

- Elections will be held for the positions outlined below
- Candidates may be asked to stand and give a 30 second talk on who they are and what they think they will bring to the role if there is more than one member standing for a position.
- Only fully paid members of 2019 can be elected
- Voting will be open to 2019 paid members of BPS
- Voting will be carried out by ballot system if more than one member stands for the same position.
- The results will be counted and announced on the same evening
- Any questions in advance of the meeting should be directed to the committee

1.1 Role

Responsibilities

Chair

- Manage the strategic direction of BPS
- Be a main point of contact for BPS
- Lead the development of the years calendar and oversee costs
- Chair and produce agendas for committee meetings
- Review monthly committee minutes

Vice Chair

- Responsible to ensure evenings and planned events have been organised and provide support as required
- Responsible for general week to week running of club
- Lead the organisation of special events - i.e. club outings, meals etc
- Oversee Media activities

Secretary/Treasurer

- Take committee minutes as appropriate
- Responsible for collecting weekly fees and tracking club in takings
- Responsible for collecting money for special events etc.
- Controls and maintains detailed records of all the financial affairs
- Prepares forecast budget in collaboration with the Chairs for major events and purchases pays bills - i.e. rent for room hire
- Pays money into bank account & keeps track of bank account
- Keeps a record of all expenditure and track against the incomings reporting to Chairs and club when appropriate

Member Liaison

- Responsible for collecting membership forms and signing up new members
- Supporting previous members in possible reasons for departures
- Brings any member concerns to the committee